

Approved, SCAO

**STATE OF MICHIGAN
JUDICIAL DISTRICT**

**SUMMONS
Landlord-Tenant / Land Contract**

CASE NO.

Court address

Court telephone no.

Plaintiff's name and address

Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant's name and address

To the Landlord: If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

☐ Rental unit eviction

☐ Land contract forfeiture

NOTICE TO THE DEFENDANT: In the name of the people of the State of Michigan you are notified:

1. The plaintiff has filed a complaint against you and wants

- ☐ to recover possession after land contract forfeiture;
☐ a money judgment;
☐ to evict you from;

Address or description of premises

2. You are summoned to be in the district court on _____ at _____
Day and date Time

☐ at the address above, ☐ _____, courtroom _____.
Location

3. You have the right to a jury trial. If you do not demand a jury trial and pay the required jury fee in your first defense response, you will lose this right.
4. If you are in district court on time, you will have an opportunity to give the reasons why you feel you should not be evicted. Bring witnesses, receipts, and other necessary papers with you.
5. If you are not in district court on time, you may be evicted without a trial and a money judgment may be entered against you.

Date issued

Court clerk

***Certificate of mailing applies to landlord-tenant cases only**

CERTIFICATE OF MAILING BY COURT*

I certify that on this date a copy of this summons and the complaint and required attachments were served on the defendant(s) by ordinary mail addressed to the address shown above unless otherwise indicated.

Date

Court clerk/officer

CERTIFICATE OF MAILING BY PLAINTIFF*

I certify that on this date a copy of this summons and the complaint and required attachments were served on the defendant(s) by ordinary mail addressed to the address shown above unless otherwise indicated. I have attached a receipt of mailing from the post office.

Date

Plaintiff signature

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HOW TO GET LEGAL HELP

1. You have the right to an attorney to assist you in answering the complaint filed in this case and in preparing defenses.
2. If you have no money for a lawyer, and if there is a legal aid office or clinic in your area, call them or ask Lawyer Referral for the telephone number of the nearest office (legal aid office should be listed in the yellow pages of your telephone directory).
3. If you have money to hire an attorney and you do not have your own, you may locate an attorney through the State Bar of Michigan or a local lawyer referral service at 1-(800) 968-0738.
4. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

Tenant's copy

PROOF OF SERVICE

SUMMONS
Landlord-Tenant / Land Contract
Case No. _____

TO PROCESS SERVER: You are to serve the summons and complaint and attachments as instructed. You must make and file your proof of service with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NON SERVICE

☐ **OFFICER CERTIFICATE**

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notary not required)

OR

☐ **AFFIDAVIT OF PROCESS SERVER**

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notary required)

☐ **PERSONAL SERVICE**

I have personally served a copy of the summons, complaint, and attachments on the defendant(s).

Defendant's name	Complete address of service	Day, date, time
Defendant's name	Complete address of service	Day, date, time

☐ **SUBSTITUTED SERVICE**

(As to residential premises only) Not being able to find the following named defendant(s):

Name(s) _____,
on _____ at _____ m. at _____
Date Time Place of service

I left the summons, complaint, and attachments at the current residence of defendant(s) with

_____, the _____ of defendant(s), who is of
Name State relationship
suitable age. I explained the contents and requested delivery of the pleadings to the defendant(s).

☐ **NON-SERVICE RETURN**

After diligent search and inquiry, I have been unable to find and serve the defendant(s). I have

made the following efforts at personal /substituted service: _____

☐ **SERVICE BY ATTACHMENT**

(Landlord-Tenant cases only) I attached the pleadings on _____
Date

to the main entrance of the tenant's dwelling unit in a secure manner.

Service fee	Mileage	Mileage fee	Total fee
\$		\$	\$

Signature: _____
Peace officer/Process server

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the summons, complaint, and attachment on _____.
Date

Signature: _____ On behalf of: _____